DELPHI Skills Assessment for AP Credit Card Administrator

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

Skills		Proficiency						
	Does not apply to my job	I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Defining Items								
Define Credit Card Program								
Define Credit Card Profiles								
Reports								
Run the Credit Card Transaction Validation/Exception Report								
Run the Credit Card Invoice Interface Summary								
Management								
Ensure each Credit Card Holder validates his/her transactions								